

DDS&T-3342/72

30 NOV 1972

MEMORANDUM FOR: Director of Research and Development
Director of Scientific Intelligence
Director of Foreign Missile and Space Analysis
Center
Director of Special Activities
Director of Computer Services
Director of ELINT
Director of Special Projects

SUBJECT : Program Execution Procedures

REFERENCE : Memorandum for Directorates from DCI, Same
Subject, Dated 25 September 1972

1. The following provides additional clarification on the program execution procedures to be followed in this Directorate.

2. At the quarterly review DDS&T approval will be given for contract actions that may go directly from your office to the contract team for negotiation. In addition, those actions which require either approval by the DCI or notification to him will be identified. In those cases you should prepare either the approval memorandum or the notification memorandum as required in the reference and forward to the Procurement Management Staff, DDS&T.

3. After approval has been received from the DCI or after the notification memorandum has been sent you may send the procurement package directly to the contracting team.

4. At the time any procurement action is sent to the contracting team the following should be sent to the Procurement Management Staff, DDS&T:

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Impossible to Determine

SUBJECT: Program Execution Procedures

- (1) CIS input sheets for each procurement action.
- (2) One copy of the Procurement Request Form 2420.
- (3) One copy of either the memorandum with DCI approval or the notification of imminent action memorandum if either has been required.



Executive Officer
Directorate of
Science and Technology

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Distribution:

- 1 - Each Addressee
- 1 - EO/DDS&T
- 1 - PMS/DDS&T
- 2 - DDS&T Registry

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O/DDS&T/ [Redacted] (30 Nov 72)